

WORKER AND COMMUNITY RIGHT TO KNOW REGULATIONS, 7:1G

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SUBCHAPTER 1. GENERAL PROVISIONS

7:1G-1.1 Scope

Unless otherwise provided by rule or statute, this chapter shall constitute the rules of the Department implementing the Worker and Community Right to Know Act, P.L. 1983 c.315, N.J.S.A. 34:5A-1 et seq.

7:1G-1.2 Definitions

The following words and terms, when used in this chapter, shall have the following meanings unless the context clearly indicates otherwise.

“Act” means the Worker and Community Right to Know Act, P.L. 1983 c.315, N.J.S.A. 34:5A-1 et seq.

“Administrative order” means any and all orders issued or entered into by the Department including, but not limited, to administrative consent orders.

“Chemical Abstracts Service Registry Number” or “C.A.S. number” means the unique identification number assigned by the Chemical Abstracts Service to chemicals.

“Chemical name” means the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry or the Chemical Abstracts Service rules of nomenclature.

“Common name” means any designation or identification such as a code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.

“Community Right to Know Survey” means the reporting form which combines the chemical inventory reporting requirements of the Environmental Survey, formerly Part I, and the Superfund Amendments and Reauthorization Act, Section 312.

“Compound” means a substance composed of two or more elements chemically united in a fixed proportion.

“Container” means a receptacle used to hold a liquid, solid, or gaseous substance, including, but not limited to bottles, pipelines, bags, barrels, boxes, cans, cylinders, drums, cartons, vessels, vats, and stationary or mobile storage tanks. “Container” shall not include process containers.

“Department” means the New Jersey Department of Environmental Protection, however, for the purpose of N.J.A.C. 7:1G-6, it shall mean both the New Jersey Department of Environmental Protection and the State Department of Health, unless otherwise indicated.

“Designated county lead agency” means a health agency or office of emergency management designated by the county clerk to be responsible for conducting all county health department activities required by the Act in the county.

“Employee” means a person who works at a facility owned or operated by an employer as defined in this section on a paid or unpaid basis and who may or may not be directly paid by the employer who owns or operates the facility. It is not intended that this term encompass independent contractors.

“Employer” means any person or corporation, regardless of whether he pays employees, in the State, engaged in business operations having a Standard Industrial Classification, as designated in the Standard Industrial Classification Manual prepared by the Federal Office of Management and Budget, within Major Group Number 07 (Agricultural Services), only Industry Number 0782-Lawn and Garden Services; Major Group Numbers 20-39 inclusive (Manufacturing Industries); Major Number 45 (Transportation by Air), only Group Number 451-Air Transportation, Scheduled and Air Courier Services, and Group Number 458-Airports, Flying Fields and Airport Terminal Services; Major Group Number 46 (Pipelines, except Natural Gas); Major Group Number 47 (Transportation Services), only Group Numbers 473-Arrangement of Transportation of Freight and Cargo, 474-Rental of Railroad Cars, and 478-Miscellaneous Services Incidental to Transportation), Major Number 48 (Communications), only Group Numbers 481- Telephone Communications, and 482 Telegraph and other Message Communications-Major Group Number 49 (Electric, Gas, and Sanitary Services); Major

Group Number 50 (Wholesale Trade –Durable Goods), only Industry Numbers 5085-Industrial Supplies, 5087-Service Establishment Equipment and Supplies, and 5093-Scrap and Waste Materials; Major Group Number 51 (Wholesale Trade, Nondurable goods), only Group Numbers 512-Drugs, Drug Proprietaries, and Druggist's Sundries, 516-Chemicals and Allied Products, 517-Petroleum and Petroleum Products, 518-Beer, Wine and Distilled Alcoholic Beverages, and 519-Miscellaneous Nondurable Goods; Major Group Number 55 (Automobile Dealers and Gasoline Service Stations), only Group Numbers 551-Motor Vehicles Dealers-(New and Used), 552-Motor Vehicle Dealers (Used Only) 554-Gasoline Service Stations; Major Group Number 72 (Personal Services), only Industry Numbers 7216-Dry Cleaning Plans except Rug Cleaning, 7217-Carpet and Upholstery Cleaning, and 7218-Industrial Launderers; Major Group Number 75 (Automotive Repair, Services and Parking), only Group Number 753-Automotive Repair Shops; Major Group Number 76 (Miscellaneous Repair Services) only Industry Number 7692-Welding Repair; Major Group Number 80 (Health Services), only Group Number 806-Hospitals; Major Group Number 82 (Educational Services) only Group Numbers 821-Elementary and Secondary Schools, 822-Colleges, Universities, Professional Schools, and Junior Colleges and Industry Number 8249-Vocational Schools, not elsewhere classified, and Major Group Number 87 (Engineering, Accounting, Research, Management, and Related Services), only Industry Number 8734-Testing Laboratories. Except for the purposes of N.J.S.A. 34:5A-26, "employer" also means the State and local governments, or any agency, authority, department, bureau, or instrumentality thereof, or any non-profit, non-public school, college or university.

"Environmental Hazardous Substance" or "EHS" means any substance designated by the Department in N.J.A.C. 7:1G-2.

"Environmental Hazardous Substance List" means the list of Environmental Hazardous Substances in N.J.A.C. 7:1G-2.

"Environmental Hazardous Substance Number" means the unique number assigned by the Department to each EHS.

"Environmental Survey" means a written form, comprised of the Community Right to Know Survey, and the Release and Pollution Prevention Report, prepared by the Department of Environmental Protection and transmitted to an employer, on which the employer shall provide certain information concerning each of the environmental hazardous substances at the facility, including, but not limited to, the following:

1. The chemical name and the Chemical Abstracts Service number of the environmental hazardous substance;
2. A description of the use of the environmental hazardous substance at the facility;
3. The quantity of the environmental hazardous substance produced at the facility;
4. The quantity of the environmental hazardous substance brought into the facility;

5. The quantity of the environmental hazardous substance consumed at the facility;
6. The quantity of the environmental hazardous substance shipped out of the facility, as or in, products;
7. The maximum inventory of the environmental hazardous substance stored at the facility, the methods of storage, and the frequency and methods of transfer;
8. The total stack or point-source emissions of the environmental hazardous substance;
9. The total estimated fugitive or non point-source emissions of the environmental hazardous substance;
10. The total discharge of the environmental hazardous substance into the surface or groundwater, the treatment methods, and the raw wastewater volume and loadings;
11. The total discharge of the environmental hazardous substance into publicly owned treatment works;
12. The quantity and methods of disposal, of any wastes containing an environmental hazardous substance, the methods of on-site storage of these wastes, the location or locations of the final disposal site for these wastes, and the identity of the hauler of the waste;
13. The total quantity of environmental hazardous substances (EHSs) generated at the facility, including hazardous substances generated as nonproduct output;
14. The quantity of environmental hazardous substances (EHSs) recycled on-site and off-site; and
15. Information pertaining to pollution prevention activities at the facility.

“Extremely hazardous substances” means chemicals on the list developed by the United States Environmental Protection Agency (USEPA) pursuant to Section 302 of Title III of the Federal Superfund Amendments and Reauthorization Act (SARA).

“Facility” means the building, equipment and contiguous area at a single location used for the conduct of business. For the purpose of this chapter, “Facility” shall not include a research and development laboratory.

“Hazard Code” means a number assigned by the Department to represent each hazard category established by the US Environmental Protection Agency pursuant to the Superfund Amendments and Reauthorization Act (SARA), Title III.

“Hazardous Substance” means any substance defined by the State Department of Health in N.J.A.C. 8:58-9.

“Hazardous Waste” means any solid was defined as hazardous waste by the Department pursuant to P.L. 1970, c.39 (N.J.S.A. 13:1E-1 et seq.)

“Inventory Range” means the upper and lower limits of the quantity of a hazardous substance used, stored or manufactured on site.

“Inventory Range Code” is a representation of an inventory range for reportable hazardous substances.

“Local Emergency Planning Committee” means a committee formed pursuant to Title III of the Federal Superfund Amendments and Reauthorization Act.

“Mixture” means a combination of two or more substances not involving a chemical reaction.

“Person” includes an individual, corporation, company, partnership, firm, association, trust, estate, public or private institution, group, society, joint stock company, municipality, county, all political subdivisions of this State or any agency or instrumentality of the State and any legal successor, representative agency or agency of the foregoing.

“Pilot Plant” means pilot facility as that term is defined at N.J.S.A. 13:1D.

“Release and Pollution Prevention Report” means the reporting form which is used to fulfill the environmental release and pollution prevention reporting requirements of the environmental survey, formerly known as Part II of the environmental survey.

“Research and Development (R&D) Laboratory” means a specially designed area, including pilot plants, used primarily for research, development, and testing activity, and not primarily involved in the production of goods for commercial sale, in which environmental hazardous substances are used by or under the direct supervision of a technically qualified person. For the purpose of reporting on the Community Right to Know Survey, “primarily” means greater than 50 percent.

“Right to Know Survey” means a survey prepared by the Department of Health and completed by a public sector employer pursuant to the Act, on which the employer shall report each hazardous substance present at his facility.

“Special Health Hazard Substance” means any substance defined by the State Department of Health in N.J.A.C. 8:59-10.

“Special Health Hazard Substance List” means the list of substances defined by the State Department of Health in N.J.A.C. 8:59-10.

“Superfund Amendments and Reauthorization Act” or “SARA” means the Federal Act (PL 99-499) establishing the “Emergency Planning and Community Right to Know Act of 1986” at Title III (42 USC 11001).

“Technically Qualified Person” in a research and development (R&D) laboratory means a person who has a bachelors degree in industrial hygiene, environmental science, health education, chemistry, or a related field and understands the health risks associated with exposure to the hazardous substances used in the R&D laboratory.

“Trade Secret” means any formula, plan, pattern, process, production data, information, or compilation of information, which is not patented, which is known only on an employer and certain other individuals, and which is used in the fabrication and production of an article of trade or service, and which gives the employer possessing it a competitive advantage over businesses who do not possess it, or the secrecy of which is certified by an appropriate official of the federal government as necessary for national defense purposes. The chemical name and the Chemical Abstracts Service number of a substance shall be considered a trade secret only if the employer can establish that the substance is unknown to competitors.

“Trade Secret Claim” means a written request, made by an employer pursuant to N.J.S.A. 34:5A-15, to withhold the public disclosure of information on the grounds that the disclosure would reveal a trade secret.

“Trade Secret Docket Number” means a code number temporarily or permanently assigned to the identity of information on the Community Right to Know Survey or Release and Pollution Prevention Report by the Department of Environmental Protection.

“Transmit” means to send via first-class mail or otherwise distribute.

“Unusually Hazardous” means likely to explode due to a highly volatile nature, a propensity to produce toxic fumes, or a tendency to react with water or common fire fighting chemicals and any other property which the Department of Environmental Protection determines will make a substance an uncommon danger to firefighters and the surrounding community in the event of its exposure to a fire.

7:1G-1.3 Burden of Proof for Exemptions

(a) A person claiming that they qualify for any exemption under this chapter or that they are not otherwise subject to the rules of this chapter shall demonstrate and appropriately document entitlement to such exemption.

(b) Employers claiming that a certain chemical, hazardous substance, or mixture is not an EHS, as designated or delineated in N.J.A.C. 7:1G-2, shall, at a minimum, submit in support of such claim, a Material Safety Data Sheet (MSDS) for the substance or mixture in question.

(c) Employers shall, upon request, make available information to the Department to verify any statement made on the Community Right to Know Survey, Release and Pollution Prevention Report or in a request for an exemption. This information may include, but is not limited to: purchase records, sales records, production records, inventory records, or other business records or documents utilized by the employer or person. The employer shall make this information available to the Department within 30 days of notification.

7:1G-1.4 Certification

An employer shall submit a Community Right to Know Survey and/or Release and Pollution Prevention Report, or a Research and Development laboratory exemption to the Department which shall include an original certification signed by the employer or a duly authorized representative, which states the following:

“I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.”

7:1G-1.5 Department Right of Entrance and Inspection

Pursuant to N.J.S.A. 13:1D-9 and 34:5A-29b, the Department shall have the authority to enter any business premises or building during normal hours or other reasonable time to determine compliance with the rules and regulations of the Department hereunder. Failure to permit such inspection after presentation of official credentials is an offense punishable under N.J.S.A. 2C:29-1.

7:1G-1.6 Severability

If any provision of these rules or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions of these rules and to this end, the provisions of these rules are declared to be severable.

SUBCHAPTER 2. ENVIRONMENTAL HAZARDOUS SUBSTANCE LIST

7:1G-2.1 Designation of Environmental Hazardous Substances (EHSs)

- (a) The list of EHSs shall be comprised of the substances listed below:
1. Toxic Chemicals on the list at 40 CFR 372.65 established by the United States Environmental Protection Agency for reporting pursuant to SARA Title III section 313, incorporated herein by reference, as from time to time supplemented or amended;
 2. Extremely Hazardous Substances on the list at 40 CFR 355 Appendix A designated under SARA Title III section 302, established by the United States Environmental Protection Agency for reporting, incorporated herein by reference, as from time to time supplemented or amended;
 3. Chemicals designated as selected substances at N.J.A.C. 7:1F Appendix A for reporting on the Industrial Survey as from time to time supplemented or amended;
 4. Unusually Hazardous Substances defined at N.J.A.C. 7:1G-1.2 and listed below by the Department pursuant to N.J.S.A. 52:27D-223:

Chemical	CAS Number
Saran	8013-77-2
PVC (Chloroethylene, polymer)	9002-86-2
Lopac	9003-54-7
 5. Any hazardous substance added to the list of chemicals subject to pollution prevention planning pursuant to N.J.A.C. 7:1K-3.5; and
 6. Regulated Substances on the list at 40 CFR 68.130 established by the United States Environmental Protection Agency for accidental release prevention under Section 112(r) of the Federal Clean Air Act Amendments, incorporated herein by reference, as from time to time supplemented or amended.

- (b) Chemical inventory reporting on the Community Right to Know Survey shall include all EHSs listed at (a)1 through 6 above.
- (c) Environmental release, throughput, and waste transfer reporting on the Release and Pollution Prevention Report shall be limited to the list of substances described at (a)1 and 5 above.

7:1G-2.2 (Reserved)

SUBCHAPTER 3. COMMUNITY RIGHT TO KNOW SURVEY

7:1G-3.1 Completion of Community Right to Know Survey Portion of the Environmental Survey

- (a) An employer shall complete and submit to the Department a Community Right to Know Survey for each facility covered by the rules indicating if EHSs were present during the reporting period and whether the EHSs met or exceeded the threshold quantities for reporting listed in (b) below.
- (b) A threshold of 500 pounds or the Federal SARA 302 threshold planning quantity, whichever is lower, shall apply to all EHSs present in aggregate at the facility at any one time. These thresholds for reporting do not apply to container labeling pursuant to N.J.A.C. 8:59-1 et seq.
- (c) For each EHS that met or exceeded the thresholds listed in (b) above, an employer shall provide all information on a Community Right to Know Survey form approved by the Department, which shall include, but is not limited to, the following:
 - 1. The chemical name, Chemical Abstracts Service registry number, if available, and the EHS number and USDOT number, if available, of each EHS which is present at the facility in a pure state or mixture;
 - 2. For reporting, EHSs shall be grouped according to container type and location within the facility;
 - 3. For EHSs present in the pure state, the quantity of each, in pounds, in terms of daily maximum and average daily amount, and the hazard code for the EHS;
 - 4. EHSs in mixtures shall be reported as follows:
 - i. Each EHS comprising more than one percent of a mixture (or .1 percent if the EHS is carcinogenic as defined at 29 CFR 1910.1200(d)4 of the Occupational Safety and Health Standard) shall be reported with its quantity determined by multiplying the weight percent of the EHS by the mass, in pounds, of the entire mixture.
 - ii. EHSs in mixtures in the following generic categories may be reported using the generic name and the quantity of the entire mixture: gasoline, new and used petroleum oil, and hazardous waste;
 - 5. The major methods of storage, including container type, temperature, pressure conditions, and locations shall be reported including the number of days the EHS was present onsite during the calendar year at the facility; and
 - 6. If no EHS is present in a mixture, and the mixture is subject only to reporting pursuant to the Federal requirements of Section 312 of SARA (40 CFR 370), a product name may be used to report the substance.
 - 7. Quality control samples of substances that are elsewhere reported on the Community Right to Know Survey may be listed as a single entry: "samples of reported substances."

- (d) An employer or owner or operator of any facility subject to Federal hazardous chemical reporting under Section 312 of SARA (40 CFR 370) shall submit a completed Community Right to Know Survey to the Department to satisfy these requirements.

7:1G-3.2 Reporting Exemptions

- (a) EHSs meeting any of the following criteria are exempt from chemical inventory reporting on the Community Right to Know Survey:

1. EHSs present at a facility in quantities that do not meet or exceed the thresholds for reporting found at N.J.A.C. 7:1G-3.1(b);
2. EHSs located within a research and development laboratory as defined in N.J.A.C. 7:1G-1.2 and used for R&D activities are exempt from reporting on the Community Right to Know Survey provided the employer has obtained a research and development laboratory exemption from the Department, which may be obtained in accordance with the following procedure:

- i. The employer shall submit to the Department for evaluation and approval a completed research and development laboratory exemption application, on forms approved by the Department, containing the following information:

- (1) The facility name, location and New Jersey Employer Identification Number;
- (2) An 8 ½ x 11 inch map of the facility indicating the designated research and development area(s) of the facility. The map should indicate if R&D activities are limited to specific locations within the facility or if the entire facility is dedicated to R&D activities;
- (3) The percentage of total work hours devoted to R&D activities in the designated area;
- (4) Written verification from the local fire department that an acceptable communications program has been established with them to assist in responding to emergencies at the research and development laboratory;
- (5) A description of the technical qualifications of each supervisor of the R&D laboratory area(s) or a certification by the supervisor of the research and development laboratory operations at the facility that each research and development laboratory is under the direct supervision of a technically qualified person; and
- (6) A signed certification that the information contained in the R&D laboratory exemption application is true, accurate and complete;

- ii. An employer with an approved research and development laboratory exemption from the Department will not be required to reapply for the exemption under this chapter.

- iii. An approved research and development laboratory exemption may be reviewed by the Department from time to time to ascertain continued eligibility for the exemption. The Department may require clarifying information pursuant to N.J.A.C. 7:1G-1.5 or inspect the R&D laboratory pursuant to N.J.A.C. 7:1G-1.5 for this purpose. The Department may rescind an approved R&D laboratory exemption if

the employer is found not in compliance with the conditions stated on the R&D laboratory exemption approval letter issued by the Department.

3. EHSs which are an integral part of a facility structure or furnishings;
 4. EHSs which are the personal property and are for the personal use of an employee are not required to be reported on the Community Right to Know Survey;
 5. Ammunition when on the person of security personnel.
 6. EHS's except those listed as unusually hazardous substances, that are present as a solid in any manufactured item which has been formed to a specific shape or design during manufacture to the extent that exposure to the EHS does not occur under normal conditions of use.
- (b) The exemption from reporting at (a) above does not apply to container labeling pursuant to N.J.A.C. 8:59.
 - (c) An employer exempt from chemical inventory reporting in accordance with (a) above shall complete and return the first page of the Community Right to Know Survey indicating that an exemption from reporting is being claimed.
 - (d) An employer exempt from chemical inventory reporting in accordance with (a)1 and 2 above is subject to the Right to Know fee assessment pursuant to N.J.S.A. 34:5A-26.
 - (e) An employer having no EHSs is exempt from the annual Right to Know fee assessment in accordance with N.J.S.A. 34:5A-26.1 provided non-user status is indicated on the annual Community Right to Know Survey transmitted to the Department.
 - (f) An employer engaged only in administrative office activities is exempt from the annual Right to Know fee assessment and the requirement to annually transmit the Community Right to Know Survey after initial notification to the Department indicating such status is made.

7:1G-3.3 (Reserved)

SUBCHAPTER 4. RELEASE AND POLLUTION PREVENTION REPORT

7:1G-4.1 Completion of Release and Pollution Prevention Report

- (a) An employer who is subject to the reporting requirements of SARA Title III Section 313, or other criteria established by the Department in accordance with the Administrative Procedures Act, shall submit to the Department a Release and Pollution Prevention Report by July 1 of the year following the reporting year.
- (b) An employer shall complete a Release and Pollution Prevention Report subject to the threshold(s) for reporting established pursuant to the Pollution Prevention Act (N.J.S.A. 13:1D).
- (c) An employer shall provide the environmental release, throughput, waste transfer and pollution prevention information required by the Environmental Survey as defined at N.J.A.C. 7:1G-1.2 and any pollution prevention information required pursuant to the Pollution Prevention Act (N.J.S.A.

13:1D-40(b)) on the Release and Pollution Prevention Report component of the Environmental Survey.

- (d) An employer who has obtained a research and development laboratory exemption pursuant to N.J.A.C. 7:1G-3.2(a)2 is not required to provide environmental release, throughout, waste transfer and pollution prevention information for the exempted R&D laboratory area(s) of the facility.
- (e) Environmental release, throughout, and waste transfer reporting on the Release and Pollution Prevention Report shall be limited to the list of substances described at N.J.A.C. 7:1G-2.1(a)1 and 5.

7:1G-4.2 (Reserved)

SUBCHAPTER 5. SUBMITTAL OF THE COMMUNITY RIGHT TO KNOW SURVEY AND RELEASE AND POLLUTION PREVENTION REPORT

7:1G-5.1 Survey Submittal

- (a) An employer subject to reporting under the Worker and Community Right Know Act, regardless of whether the employer also meets the Federal requirements for reporting under Section 312 of SARA, shall transmit a Community Right to Know Survey for each covered facility to the Department by March 1 of the year following the reporting year. A copy shall also be transmitted to the local fire and police departments, local emergency planning committee, and the Right to Know County Lead Agency of the county in which the facility is located.
- (b) An employer subject only to the reporting requirements of Section 312 of SARA shall transmit an original Community Right to Know Survey for each covered facility to the Department by March 1 of the year following the reporting year. A copy shall be transmitted to the local fire department and local emergency planning committee.
- (c) An employer shall transmit an original completed Release and Pollution Prevention Report to the Department by July 1 of the year following the reporting year. A copy shall also be transmitted to the county lead agency of the county in which the facility is located.
- (d) An employer shall retain a copy of the Community Right to Know Survey and/or Release and Pollution Prevention Report at the facility and make it available to facility employees within five working days of the request.
- (e) An employer shall make available, upon request, a copy of the Community Right to Know Survey and/or Release and Pollution Prevention Report for the most recent survey year to State inspectors, or their local designees, at the time of inspection.

7:1G-5.2 Submittal of Clarifying Information

The Department may require an employer to submit information clarifying any statement made on the Community Right to Know Survey and/or Release and Pollution

Prevention Report, subject to the trade secret provision of N.J.S.A. 34:5A-15. The Department shall transmit such clarifying information to the county health department, local fire department and police department as it deems necessary. Clarifying information shall be submitted within 30 days of notification, or subsequent date specified by the Department.

7:1G-5.3 (Reserved)

7:1G-5.4 (Reserved)

SUBCHAPTER 6. TRADE SECRETS

7:1G-6.1 Authority

- (a) This subchapter is promulgated pursuant to the Worker and Community Right to Know Act, L. 1983, c.315, N.J.S.A. 34:5A-1 et seq., in particular, N.J.S.A. 34:5A-15 and 30, and N.J.S.A. 13:1D-9.
- (b) This subchapter is a jointly adopted rule of the Department of Environmental Protection and the Department of Health (see N.J.A.C. 8:59-3).

7:1G-6.2 Purpose

- (a) Trade secret claims will be filed or maintained by employers who are subject to the Act to maintain the confidentiality of information requested on the Right to Know Survey or the environmental survey and for the names of substances on container labels. It is the purpose of this subchapter to prescribe:
 - 1. The procedures and guidelines for filing trade secret claims and maintaining trade secret information;
 - 2. The information required by the department for determination of a trade secret claim;
 - 3. The methods of maintaining the confidentiality and security of trade secret information;
 - 4. The criteria for determination of a trade secret claim;
 - 5. The procedure for requesting trade secret information;
 - 6. The procedures for appeal of a determination of a trade secret claim; and
 - 7. The procedures and guidelines for the disclosure of trade secret information.

7:1G-6.3 Definitions

“Department” means, for the purposes of this subchapter, both the New Jersey Department of Health and the New Jersey Department of Environmental Protection, unless otherwise indicated.

7:1G-6.4 General Provisions

- (a) Except as provided in N.J.A.C. 7:1G-6.15, the Department shall not disclose any trade secret claim and supporting information, that is pending or has been approved. This non-disclosure requirement shall apply to trade secret claims

for substances which were subsequently deleted from the environmental hazardous substances list.

- (b) An employer shall report the information for which a trade secret claim is being made to the appropriate Department in accordance with N.J.A.C. 8:59-3.6 (7:1G-6.6), or maintain this information in accordance with the provisions of N.J.A.C. 8:59-3.6.
- (c) On the Right to Know Survey and the environmental survey which the employer sends to county and local government agencies and which the employer retains on file at the facility for inspection by an enforcement officer or employees, the employer shall conceal or omit information claimed to be a trade secret, and shall note on the surveys where information has been claimed to be a trade secret.
- (d) Any Right to Know Survey or environmental survey shall only be made available to the public with trade secret information concealed as required in subsection (c) above indicating pending or approved trade secret claim status.
- (e) All documents containing the information claimed to be a trade secret and supporting information which are submitted, shall be submitted to the appropriate Department by certified mail return receipt requested, by personal delivery, or by other means which requires verification of receipt, the date of receipt, and the name of the person who receives the document at the Department. Such documents concerning the Right to Know Survey or labeling of containers shall be mailed or delivered to:

Manager, Right to Know Program
New Jersey Department of Health
CN 368, Trenton, NJ 08625-0368

Such documents concerning the environmental survey shall be mailed or delivered to:

Chief, Bureau of Hazardous Substances Information
New Jersey Department of Environmental Protection
CN 405, Trenton, NJ 08625-0405

- (f) The top of each page of any document containing the information for which a trade secret claim is being made and submitted pursuant to (e) above, shall display the word "CONFIDENTIAL" in bold type or stamp. If the documents submitted in support of the trade secret claim are to be kept confidential, they shall be similarly stamped.
- (g) The outside of the envelope containing the information claimed to be a trade secret and any other envelopes containing information in support of such claim submitted pursuant to (e) above, shall display the word "CONFIDENTIAL" in bold type on both sides. This envelope shall be enclosed in a plain envelope addressed for mailing.
- (h) The department shall determine the validity of a trade secret claim when a request is made by any person for the disclosure of the information for which the trade secret claim was made and at any time that the department deems appropriate. Employers shall be notified before the department makes its determination and shall be provided 30 days to submit any information pursuant to N.J.A.C. 7:1G-6.6 except when the employer has filed a trade

secret prohibited by N.J.A.C. 7:1G-6.5. The department shall make its determination on a trade secret claim in accordance with the criteria in 7:1G-6.9. The department may approve a trade secret claim based on information provided pursuant to 7:1G-6.6.

- (i) The department may revoke an approved trade secret claim upon the receipt of new information from any person regarding the information previously submitted by an employer pursuant to N.J.A.C. 7:1G-6.8. In the event of such revocation, N.J.A.C. 7:1G-11 and 13 shall apply in the same manner as where the department rejects a trade secret claim.
- (j) Nothing in these regulations shall be construed as prohibiting the incorporation of trade secret information into cumulations of data subject to disclosure as public records, provided that such disclosure is not in a form that would foreseeably allow persons outside the department, not otherwise having knowledge of such information, to deduce from it the trade secret information, or the identity of the employer who supplied it to the department.
- (k) Any failure by an employer to submit additional information relevant to the trade secret claim requested by the department or to allow inspection of its facility by the department for purposes of determining the validity of a trade secret claim shall constitute valid cause for denial of the trade secret claim.
- (l) Compliance with this subchapter does not constitute satisfaction of Federal trade secret claim requirements for substances exceeding the Federal reporting thresholds of Title III of the Superfund Amendments and Reauthorization Act.

7:1G-6.5 Prohibited Claims

- (a) A trade secret claim may not be made to the Department of Environmental Protection for the following information:
 - 1. The name and Chemical Abstracts Service number or United States Department of Transportation identification number of any substance listed on the Special Health Hazard Substance List (N.J.A.C. 8:59-10), which meets the criteria established pursuant to N.J.A.C. 8:59-10;
 - 2. Any information required to be publicly disclosed pursuant to any other act;
 - 3. The following information requested on Part I of the environmental survey;
 - i. Name of employer;
 - ii. Location of the facility;
 - iii. Name and Chemical Abstracts Service number of an environmental hazardous substance where the employer is otherwise required to report emissions of such substance from its facility into the air or water or onto the land; and
 - iv. Name and United States Department of Transportation Identification Number of a hazardous material also listed in N.J.A.C. 7:1G-2 where the employer is otherwise required to report emissions of such substances into the air or water or onto the land; and
 - v. The United States Department of Transportation designated Hazard Class of any hazardous material.

4. The following information requested on Part II of the environmental survey:
 - i. Name of the employer;
 - ii. Location of the facility;
 - iii. Name and Chemical Abstracts Service number of an environmental hazardous substance which is emitted from the employer's facility into the air or water or onto land;
 - iv. The total stack or point-source emissions of the environmental hazardous substance;
 - v. The total estimated fugitive or nonpoint-source emissions of any environmental hazardous substance;
 - vi. The total discharge of any environmental hazardous substance into the surface or groundwater, the treatment methods, and the raw wastewater volume and loadings;
 - vii. The total discharge of any environmental hazardous substance into publicly owned treatment works;
 - viii. The quantity, and methods of disposal, of any wastes containing any environmental hazardous substance, the method of on-site storage of these wastes, the location or locations of the final disposal site for these wastes, and the identity of the hauler of the wastes; and
 - ix. (Reserved)

7:1G-6.6 Procedure for Filing Trade Secret Claims and Maintaining Trade Secret Information

- (a) An employer who claims that disclosing information on an environmental survey would reveal a trade secret shall file a trade secret claim with the Department of Environmental Protection in accordance with (b) below.
- (b) The following procedure shall apply to employers claiming trade secret protection on the environmental survey:
 1. An employer shall submit two versions of the survey. The first version shall contain all information requested by the Department, including any information claimed to be a trade secret. The employer shall clearly indicate on this version, by highlighting, underlining or otherwise marking any information claimed to be a trade secret. The top of each page shall display the word "CONFIDENTIAL" in bold type or stamp.
 2. An employer shall submit a second version to the Department which will go into the public files. This version shall be identical to the first version except that it shall not contain information which the employer alleges to be a trade secret. In order to provide public notice that information has been omitted from this version under a claim of confidentiality, the second version shall indicate "trade secret claimed" or "TSC" where such omissions have been made.
 3. The surveys shall be accompanied by the summary information in (c) below when the claim is initially submitted. If the trade secret claim has been filed previously, an employer shall submit only new pertinent information affecting the pending or approved claim.

4. The Department may request complete trade secret information from an employer in order to make a determination on the trade secret claim or for public health or medical emergencies. The employer shall submit the information to the Department within 30 days of the request unless emergency circumstances apply, in which case the information shall be submitted within a shorter period of time, as specified by the Department.
- (c) An employer shall submit a summary of the following information at the time of submittal of the trade secret claim except as provided in (k) below:
1. Prior trade secret determinations concerning the trade secret claim by the department, other agency or court, and a copy of such determination or reference to it;
 2. Whether or not the information is known outside the employer's business;
 3. Whether the information is patented;
 4. What if any would be the harmful effects of its disclosure;
 5. The period of time for which a trade secret designation is requested, if appropriate;
 6. The ease or difficulty with which the information could be disclosed by analytical techniques, laboratory procedures, or other means;
 7. Whether it is used in the research and development, or fabrication and production, of an article of trade or service; and
 8. Whether the trade secret is a formula, plan, pattern, process, production data, information, or compilation of information.
- (d) The Department may at any time subsequent to the filing of a trade secret claim, request, in writing, the information listed in (d)1 through 5 below. Within 30 days of such written request, an employer shall answer the request in writing. The department may extend the period for submitting an answer for good cause shown.
1. Whether disclosure of the trade secret information would be likely to result in harmful effects on the employer's competitive position, and, if so,
 - i. What those harmful effects would be;
 - ii. The competitive advantage the employer possesses over employers who do not possess it; and
 - iii. The value of the information to the employer or the employer's competitor.
 2. The extent to which the trade secret information is known by employees and others involved in the employer's business;
 3. The extent of measures taken by the employer to guard the secrecy of the trade secret information;
 4. The amount of effort or money expended by the employer in developing the trade secret information; and
 5. Any other relevant information to assist the department in determining the validity of a trade secret claim.
- (e) In addition to any information an employer is required to submit pursuant to (c) and (d) above, an employer may submit any other information relevant to the trade secret claim.

- (f) An employer shall provide, as part of any trade secret claim or submission the names of reference documents used as the basis for stated conclusion.
- (g) An employer shall certify that its trade secret claim is true, accurate and complete.
- (h) The department may limit the length of a claim or submissions and require that they be made on forms provided by the department.
- (i) An employer shall update trade secret information affecting a pending or approved trade secret claim within 60 days of the employer's knowledge or receipt of new pertinent information.
- (j) (Reserved)
- (k) Unless otherwise request by the department, an employer is not required to submit supporting information with its trade secret claims on Part II of the environmental hazardous substance on the site, the quantity produced on site, the quantity brought on site, the quantity consumed on site, and the quantity shipped off site either as a product or in the product.
- (l) Private employers claiming confidentiality for trade secrets for container labeling and public employers claiming confidentiality for labeling or for reporting on Right to Know surveys shall comply with the regulations at N.J.A.C. 8:59-3.6.

7:1G-6.7 Confidentiality and Security of Trade Secret Information

- (a) All trade secret information in support of a trade secret claim, pending or approved, shall be treated as confidential in accordance with (b) through (h) below.
- (b) Information regarding trade secret claims, pending or approved, shall only be communicated in person or in writing, among persons authorized pursuant to N.J.A.C. 7:1G-6.7 and 6.15 as well as between employers and such authorized persons. Said information shall not be communicated over telecommunications networks, including, but not limited to, telephones, computers connected by modems, or electronic mail systems. An exception may be made to this provision for emergencies pursuant to N.J.A.C. 7:1G-6.15(g).
- (c) Any document transmitted by the department to the employer or any other authorized person, which contains information claimed to be a trade secret, shall be sent by certified mail return receipt requested, by personal delivery, or by other means which requires verification of receipt, the date of receipt, and the name of the person who receives the document.
- (d) The Department shall communicate only with the employer's chief executive officer or his designated representatives, such designation to be made in writing, regarding the trade secret claim. The individual signing the trade secret claim submitted to the Department shall be considered the designated representative if no other communication is received from the employer.
- (e) Any document prepared by the department for the employer which contains information claimed to be a trade secret shall display the word "CONFIDENTIAL" in bold type or stamp on the top of each page. The envelope containing such document shall be addressed to the employer's chief executive officer or his designated representative and shall display the word

“CONFIDENTIAL” in bold type on both sides. This envelope shall be enclosed in a plain envelope addressed for mailing.

- (f) Except as provided in N.J.A.C. 8:59-3.15 (6.15), no person other than the Commissioner and his designated representatives and administrative law judges and their necessary staff conducting hearings on trade secret claims, shall have access to information regarding a trade secret claim. All designated representatives shall be employees of the State. Designations shall be made in writing. Designated persons other than administrative law judges shall sign an agreement to protect the confidentiality of the information before access is granted. Administrative law judges shall have access to trade secret information as necessary to preside over pre-hearing activities, conduct the hearing, render and initial decision, and return the record to either the Department of Environmental Protection or the Department of Health pursuant to N.J.A.C. 1:21.
- (g) All documents containing information regarding a trade secret claim shall be stored in a locked file or safe in a locked office in the department. The file or safe and office containing such documents shall be locked when not being used by authorized persons.
- (h) Persons authorized to use trade secret documents pursuant to (f) above shall do so in the office in which the trade secret documents are stored, unless authorized to remove the documents by the Commissioner or his designated representative. All trade secret documents which are removed shall be returned to the office in which the documents are stored each day by the end of the regular workday. The department shall maintain a log of persons who use documents containing trade secret information. The log shall include the person's name, title, and name of the document used, and the time of commencing and finishing use of the document. No trade secret document shall be delivered between offices by persons who are not authorized to handle said documents. Such documents shall not be duplicated unless necessary for purposes of N.J.A.C. 7:1G-6.15 of if the department determines that it is absolutely necessary to carry out its responsibilities under the Act. If so duplicated, the document shall be marked as a copy, but treated as if it was an original document. The copy shall be destroyed immediately after completion of the use for which it was intended.

7:1G-6.8 Decision-Making Agency on a Trade Secret Claim

- (a) The Department of Health is authorized to approve or deny a trade secret claim concerning:
 - 1. Information reported on the Right to Know Survey.
 - 2. Labeling a container with the chemical name and Chemical Abstracts Service number of the substance in the container.
- (b) The Department of Environmental Protection is authorized to approve or deny a trade secret claim concerning information reported on an environmental survey.

- (c) Trade secret claims for labeling and reporting filed with both Departments shall be approved or denied jointly by the Department of Health and the Department of Environmental Protection.

7:1G-6.9 Criteria for Determination of the Validity of a Trade Secret Claim

(a) Any formula, plan, pattern, process, production data, information, or compilation of information shall be considered a trade secret if the employer establishes that its secrecy is certified by an appropriate official of the federal government as necessary for national defense purposes, or if the employer establishes that:

1. It is not patented;
 2. It is known only to the employer and certain other individuals;
 3. It is used in the research and development or production of an article or of a mixture; and
 4. It gives the employer possessing it a competitive advantage over businesses who do not possess it.
- (b) The chemical name and Chemical Abstracts Service number of a substance shall be considered a trade secret only if the employer can establish that the substance is unknown to competitors, or is included in a formula or process that meets the criteria of (a) above.
- (c) In determining whether a trade secret claim meets the requirement of (a) or (b) above, the Department shall consider information provided by the employer or any other person, including the information in (c)1 through 6 below:
1. The extent to which the information for which the trade secret claim is made known outside the employer's business;
 2. The extent to which the information is known by employees and others involved in the employer's business;
 3. The extent of measures taken by the employer to guard the secrecy of the information;
 4. The value of the information to the employer or the employer's competitor;
 5. The amount of effort or money expended by the employer in developing the information;
 6. The ease or difficulty with which the information could be disclosed by analytical techniques, laboratory procedures, or other means.

7:1G-6.10 Request for Trade Secret Information

- (a) Any person may submit, at any time, a written request for the disclosure of information for which a trade secret claim is pending or has been approved, to the appropriate Department at the address provided in N.J.A.C. 8:59-3.4 (7:1G-6.4). The request shall state the requestor's name, address, and affiliation, and may include information concerning the validity of a pending or approved trade secret claim. The names of the employees making requests for trade secret information on a Right to Know Survey or a label shall be kept confidential.

- (b) A request for disclosure of an approved trade secret may be submitted only if accompanied by new significant information not previously submitted concerning the invalidity of the trade secret claim.

7:1G-6.11 Notification of Determination of the Validity of a Trade Secret Claim

- (a) Upon making a determination on the validity of a trade secret claim, the department shall notify the employer and the requestor of the determination by certified mail, return receipt requested. The notice shall state that the employer has 45 days from receipt of the department's determination to file a written request with the department for an administrative hearing on the determination.

7:1G-6.12 (Reserved)

7:1G-6.13 Appeal of determination

(a) If the Department denies an employer's trade secret claim, the employer shall have 45 days from the receipt of the Department's determination to file with the Department a written request for an administrative hearing on the determination. Such request shall be filed with the Office of Legal Affairs, ATTENTION: Adjudicatory Hearing Request, Department of environmental Protection and energy, CN 402, Trenton, New Jersey 08625-0402.

- (b) (Reserved)
- (c) If a request for an administrative hearing is made pursuant to (a) above, the department shall refer the matter to the Office of Administrative Law for a hearing thereon.
- (d) Within 45 days of receipt of the administrative law judge's initial decision containing a recommendation on a matter referred to in (c) above, the Department shall affirm, reject, or modify the recommendation. The Department shall inform the employer of its decision on the administrative law judge's recommendation by certified mail return receipt requested. The Department's action shall be considered final agency action for purposes of the "Administrative Procedure Act", N.J.S.A.52:14B-1 et seq., and shall be subject only to judicial review as provided in the Rules of Court.
- (e) In the event that the department determines, pursuant to (d) above, that the trade secret claim is not valid, the employer shall have 45 days from receipt of the department's determination to notify the department, in writing, that it has filed to appeal the department's decision in the courts. If the employer does not so notify the department, the department shall disclose the information for which the trade secret claim was made in the manner set forth in N.J.A.C. 7:1G-6.14.
- (f) Special rules applicable to trade secret claim appeals are set forth at N.J.A.C. 1:21.

7:1G-6.14 Disclosure of Information Determined not to be a Trade Secret

- (a) After a trade secret claim has been denied and all appeals and the right to bring an appeal have been exhausted, the Department shall take the following action:
 - 1. Modify the employer's Right to Know Survey or environmental survey, as the case may be, on file with the Department to substitute the omitted information for the trade secret docket or registry number and add the information wherever else appropriate; and
 - 2. Direct the employer to modify the Right to Know Survey or environmental survey on file at his facility to include the information for which trade secret claim was denied and add the information wherever else appropriate; to send modified copies of the revised Right to Know Survey or environmental survey to the appropriate Department and all county and local agencies that are required by law, rule or regulation to receive the survey containing this information; and to replace the trade secret registry number with the chemical name and Chemical Abstracts Service number on its fact sheets and container labels, if applicable.

7:1G-6.15 Restricted Access to Trade Secret Information Retained by the Department

- (a) Except as provided in (b) through (g) below and N.J.A.C. 7:1G-6.7 or when so ordered by a court, no person shall willingly and knowingly disclose and no person shall willingly and knowingly receive trade secret information protected by this subchapter without the employer's written consent.
- (b) An officer or employee of the State may be granted access to trade secret information protected by this subchapter, only in accordance with this section, upon a demonstration to the satisfaction of the department that such request is in connection with the official duties of the officer or employee under any law for the protection of public health.
- 1. An officer or employee of the State designated by the head of an agency may make a written request to the department for information on a pending or approved trade secret claim. Such request shall state:
 - i. Name, title, program, division and department of the officer or employee;
 - ii. The officer or employee's need for the information and its connection with official duties;
 - iii. The reason why the information cannot be obtained from other sources; and
 - iv. The public health law for which the information is needed.
- 2. If the department proposes to release trade secret information to an officer or employee of the State, the department shall notify, in writing and by certified mail, return receipt requested, the employee who submitted the trade secret claim of the intent to release such information.
- (c) A contractor of the State and its employees may be granted access to trade secret information protected by this subchapter if the Department determines

that such disclosure is necessary for the completion of any work contracted for in connection with the implementation of the Act, and that the requirements of (c)1 through 3 below have been satisfied. Such approval shall restrict access to the trade secret information to persons approved by the Department. Employers shall be notified of this determination by the Department prior to disclosure of the trade secret information. A contractor shall not receive any trade secret information unless:

1. The contractor has submitted a plan to the Department which describes measures for adequately protecting trade secret information from unauthorized disclosure, and such plan has been approved by the Department;
 2. The contractor has provided written documentation demonstrating, to the satisfaction of the Department, that the contractor maintains Professional Liability Insurance or suitable indemnity insurance and Comprehensive General Liability Insurance in forms and in amounts to be set by the Department; and
 3. In addition to the requirement of (e) below, the contractor has signed an agreement developed by the Department, protecting trade secret information from unauthorized disclosure. The agreement shall include a provision whereby the contractor assumes liability for any damages to an employer resulting from the intentional or negligent release of trade secret information by the contractor and its employees.
- (d) The department shall provide any information for which a trade secret claim is pending or has been approved to a physician or osteopath when such information is needed for medical diagnosis or treatment. The physician or osteopath who will receive confidential information shall be required to sign an agreement developed by the department protecting the confidentiality of the information disclosed. This agreement shall include a provision prohibiting the physician or osteopath from revealing the trade secret information to any person. Where feasible the employer shall be notified prior to disclosure of the information.
- (e) Any person granted access to trade secret information pursuant to N.J.A.C. 7:1G-6.15 shall sign an agreement developed by the department protecting the confidentiality of the information prior to receipt of the information.
- (f) Any person who receives trade secret information pursuant to this section shall take appropriate measures to protect the information from unauthorized disclosure which shall include, but not limited to:
1. Keeping the information confidential from unauthorized persons;
 2. Keeping any records containing trade secret information in a locked file cabinet or safe, when not in use;
 3. Using the information only for the use approved by the department;
 4. Not reproducing the trade secret information; and
 5. Returning all material on which the trade secret information has been recorded to the department within 30 days or when finished using the information, whichever is sooner.
- (g) For emergency public health or medical purposes, the department may waive the requirements of (b)1 (written request by State officer or employee), (b)2

(notice to employer prior to release of trade secret information), and (e) (signing a confidentiality agreement prior to receipt of trade secret information) above, and shall follow the procedures set forth in (g)1 and 2 below, if the department determines that waiver of said requirements is necessary to protect health or the environment against an unreasonable risk of injury to health or the environment or is necessary for an emergency medical diagnosis or treatment by a physician or osteopath.

1. If trade secret information is conveyed verbally, in person or by telephone, the contents of a confidentiality agreement developed pursuant to (e) above, within 72 hours of receipt of such information.
2. Any person receiving oral or written trade secret information pursuant to this subsection shall sign a confidentiality agreement developed pursuant to (e) above, within 72 hours of receipt of such information.

7:1G-6.16 Penalties for Unauthorized Disclosure of Trade Secret Information

- (a) Any officer or employee of the State, contractor of the State, physician or osteopath, or employee or a county health department, county clerk, or designated county lead agency, local fire department, or local police department, or any other person who has access to any confidential information, and who willingly and knowingly discloses the confidential information to any person not authorized to receive it, is guilty of a crime of the third degree.
- (b) Disclosure of trade secret information by any contractor or agent of the department or its employees in violation of the Act shall constitute grounds for debarment, suspension, and disqualification from contracting with the department.

SUBCHAPTER 7. ISSUANCE OF ADMINISTRATIVE ORDERS AND NOTICES OF CIVIL ADMINISTRATIVE PENALTY ASSESSMENT

7:1G-7.1 Authority and Scope

- (a) This subchapter is promulgated to provide for the issuance of Administrative Orders and Notices of Civil Administrative Penalty Assessments and to establish a schedule and procedures for the assessment of Civil Administrative Penalties as provided in the Worker and Community Right to Know Act, N.J.S.A. 34:5A-1 et seq., at N.J.S.A. 34:5A-31(a) and (b) and (d).
- (b) Pursuant to N.J.S.A. 34:5A-31(a), the Commissioner or his or her designee is authorized to issue an Administrative Order and Notice of Civil Administrative Penalty Assessment whenever any employer is in violation of the Act or any rule or regulation promulgated pursuant to the Act. The Commissioner is authorized to issue a Civil Administrative Penalty or not more than \$2,500 for each violation, and additional penalties of not more than \$1,000 for each day during which a violation continues after the compliance date of an Administrative Order from the Commissioner to cease such violation pursuant to N.J.S.A. 34:5A-31(d).

- (c) This subchapter shall govern the issuance of Administrative Orders and Notices of Civil Administrative Penalty Assessments for violations of the Worker and Community Right to Know Act, N.J.S.A. 34:5A-1 et seq., or of any rule or regulation issued pursuant to this Act by the Department of Environmental Protection.

7:1G-7.2 (Reserved)

7:1G-7.3 Procedures for the Issuance of Administrative Orders and Notices of Civil Administrative Penalty Assessments

- (a) The Commissioner may issue an Administrative Order upon finding that an employer is in violation of N.J.S.A. 34:5A-1 et seq., or any rule or regulation adopted pursuant thereto. Such an order shall:
1. Specify the provision or provisions of the Act, the rule or regulation adopted pursuant thereto of which the employer is in violation;
 2. Cite the action which caused the violation;
 3. Require compliance with the provision of the Act of the rules or regulations adopted pursuant thereto of which the employer is in violation; and
 4. Give notice to the employer of the right to an adjudicatory hearing on the matters contained in the order and specify the procedures for requesting an adjudicatory hearing.
- (b) A Notice of Civil Administrative Penalty Assessment may be issued separately or as part of an Administrative Order issued pursuant to N.J.S.A. 34:5A-31(b) requiring the alleged violator to take necessary action to comply with the Worker and Community Right to Know Act or a rule or regulation issued pursuant to the Act. Such Notice shall include:
1. A reference to the section of the Act, rule, regulation or order violated;
 2. A concise statement of the facts alleged to constitute a violation;
 3. A statement of the amount of the administrative penalty to be imposed; and
 4. A statement of the employer's right to an adjudicatory hearing and notice of the procedure for requesting an adjudicatory hearing.
- (c) The alleged violator shall have 20 calendar days from receipt of the Administrative Order and/or Notice of Civil Administrative Penalty Assessment within which to deliver a written request for an adjudicatory hearing to:

Office of Legal Affairs
Attention: Adjudicatory Hearings
Department of Environmental Protection
P.O. Box 402
Trenton, New Jersey 08625-0402

- (d) The party requesting an adjudicatory hearing shall, in its request for a hearing, furnish the Department with the following:
 - 1. A statement of the legal authority and jurisdiction under which the hearing or action to be taken is to be held;
 - 2. A reference to the particular sections of the statutes and rules involved;
 - 3. A short and plain statement of the matters of fact and law asserted; and
 - 4. The provisions of the order or notice of assessment to which the party objects, the reasons for such objections, and any alternative provisions proposed.
- (e) If a hearing request is not timely received by the Department, the Department shall deny the request.

- (f) If a request is incomplete the Department may deny the hearing request. An additional 10 days to correct deficiencies in an incomplete filing may be granted by the Department.
- (g) The adjudicatory hearing shall be held pursuant to the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq., and the Uniform Administrative Practice Rules, N.J.A.C. 1:1-1 et seq.
- (h) After an adjudicatory hearing, and upon finding that a violation has occurred, the Commissioner or his or her authorized representative may issue a final assessment of the amount of the penalty specified in the notice or such lesser amount as may be assessed pursuant to the provisions on compromise of N.J.S.A. 34:5A-31(d). If no hearing is requested or if the Department denies the request, the original Administrative Order and Notice of Civil Administrative Penalty Assessment becomes a final order upon the 21st calendar day following its receipt.
- (i) Payment of an assessed civil administrative penalty is due when a final order is issued by the Commissioner or the notice becomes a final order. If the alleged violator fails to pay the penalty to the Department or to make acceptable arrangements to pay the penalty within a reasonable period of time thereafter, the Department may institute a civil action pursuant to N.J.S.A. 34:5A-31(e) for a civil penalty not to exceed \$2,500 for each day during which the violation continues.

7:1G-7.4 Compromise of Penalties

- (a) At his or her discretion, the Commissioner or his or her authorized representative may compromise a penalty assessed pursuant to this subchapter in whole or part, in the following circumstances and on the following terms and conditions.
 - 1. Upon the posting by the violator of a performance bond or similar form of security in an amount and upon terms deemed satisfactory by the Commissioner;
 - 2. On the basis of mitigating or extenuating circumstances;

3. Upon any other terms or conditions acceptable to the Commissioner or his or her authorized representatives;
4. Any other circumstances or conditions acceptable to the Department.

7:1G-7.5 Alternative Remedies

Neither the issuance of an Administrative Order and Notice of Civil Administrative Penalty Assessment nor the payment of any such penalty shall be deemed to affect the availability to the Department of any enforcement provisions provided for by N.J.S.A. 34:5A-31, or any other statute, in connection with the violation for which the assessment is levied.

7:1G-7.6 (Reserved)

7:1G-7.7 Penalties

- (a) Failure to submit a Community Right to Know Survey pursuant to N.J.S.A. 34:5A-1 et seq. shall result in the assessment of a civil administrative penalty of \$1,000.
- (b) Failure to submit a Release and Pollution Prevention Report pursuant to N.J.S.A. 34:5A-1 et seq. shall result in the assessment of a civil administrative penalty of \$1,000.
- (c) Failure of an employer to report all EHSs pursuant to these regulations on the Community Right to Know Survey or Release and Pollution Prevention Report shall result in the assessment of a civil administrative penalty based on the number of substances omitted as follows: one to 10 substances, \$500.00; more than 10 substances, \$1,000.
- (d) Failure to respond to the Department's request for clarifying information shall result in the assessment of a civil administrative penalty of \$1,000.
- (e) Failure to submit a copy of a Community Right to Know Survey or a Release and Pollution Prevention Report to any required agency pursuant to N.J.A.C. 7:1G-5 shall result in the assessment of a civil administrative penalty in the amount of \$500.00.
- (f) Failure of an employer to maintain or make available copies of the current Community Right to Know Survey or Release and Pollution Prevention Report at his or her facility pursuant to N.J.S.A. 34:5A-12 shall result in the assessment of a civil administrative penalty of \$500.00.

7:1G-7.8 (Reserved)

7:1G-7.9 (Reserved)

7:1G-7.10 (Reserved)

Note: This is a courtesy copy of the Right to Know rules. The official version is in the New Jersey Administrative Code (N.J.A.C) Should there be any discrepancies between this courtesy copy and the official version, the official version will govern.

element/rtkregulations